

**Prevention Lead Organization RFP**  
**Questions and Responses**

1. Is the PLO entity/fiscal agent able to apply and receive these funds to implement prevention efforts?

Yes, those would fall under community-based prevention activities in the region.

2. Is there a defined job description for the Coordinator Role available?

No, but primary duties are described in the RFP.

3. Is there an estimated salary range and experience requirement for the Coordinator Role?

No.

4. Do we need Letters of Support for the RFP Process?

No.

5. How do we access the supplemental funding based on population? Do we need to make the case for why it is needed for our region (I assume we don't, as DSU has already determined the need for supplemental funding based on population). Or can we just include it in our budget and explain how it will be used?

Up to the amount included in the RFP is available and can be included in the budget with narrative about how it will be used.

6. When making subgrants to community organizations, do we have to require the subgrantees to access the funding on a reimbursement basis? Or can we grant out the funds and then get reimbursed from DSU when the grant period is over?

DSU funding to PLOs is only available on a reimbursement basis, but PLOs may grant the funds up front to grantees if they choose and are able to do so.

7. Can you give a specific example of the % of funding, and the dollar amount, that must be granted out in Year 1? Is it 40% of the total grant, to cover 6 months (January – June)? If we get a grant for \$500,000 (I'm using that amount just for the sake of this example), would we grant out \$200,000 to cover January – June of the first grant year?

In general, the example is correct but if there was an opportunity and ability to sub-grant out some funds before Jan. 1, 2024, it would be allowed. Therefore, there is not a specific percentage in Year 1 other than 40% must be sub-granted.

8. Should our proposal cover the planned activities and budget for TWO years, or just the first year of this 2-year grant?

Two years.

9. Should we submit a budget for one or two years?

Two years.

10. Can links be embedded in the narrative?

Yes.

11. Is a budget narrative required with the application?

Yes.

12. Is evaluation on a regional level an allowable expense?

Yes, but please note that DSU will also be funding an evaluation contract as well and work will need to be coordinated to the greatest extent possible.

13. Looking at the funding structure described for year 1, is it accurate that 60% of the overall \$630,000 (\$378,000) would go to [the PLO], and a minimum of \$252,000 (40%) needs to be sub-granted for Community-Based Prevention?

Yes.